



Appendix E

RULES AND REGULATIONS

SELIGMAN AIRPORT RULES AND REGULATIONS

The following rules and regulations shall be observed in the use, operation, and conduct of the Seligman Airport:

SECTION 1 - USE OF AIRPORT RESTRICTED

No person, firm, association, corporation, or entity, incorporated or otherwise, shall use the Airport as a home for any commercial aviation activity, or use the airport for any commercial activity, unless approved by a written lease with approval from the County Board of Supervisors or in accordance with the rules and regulations.

SECTION 2 - GENERAL RULES AND REGULATIONS

RULE 1 - FEDERAL AIR TRAFFIC RULES

Federal Aviation Administration air traffic rules for aircraft operated anywhere in the United States, and presently or hereafter effective, are hereby referred to, adopted, and made a part hereof as though fully set forth and incorporated herein.

RULE 2 - SAFEGUARD OF PERSONS AND PROPERTY

The Airport Director shall at all times have the authority to take such necessary and legal actions to safeguard any person, aircraft, equipment, or property at the Airport.

RULE 3 - HANGARS

T-hangars constructed and owned by the County may be rented to private individuals, companies or corporations on a monthly basis for the storage of aircraft and required aircraft support items. T-Hangars will be rented at rates approved by the County Board of Supervisors as a part of the budget process, dependent upon age and location of the structure. Hangar rent will be paid by the first day of the month, the first month's rent paid in advance. Hangars will not be modified from their original state unless authorized by the Airport Manager. The Airport Manager will be authorized to

enter into any leases or contracts substantially meeting the general terms and conditions of the attached contracts.

Commercial hangars constructed and owned by the County may be rented to companies or corporations on an annual basis for the purpose of conducting commercial, aviation related, activities. Commercial hangars will be rented at the greater of:

- 1) rates approved by the County Board of Supervisors as a part of the budget process, or
- 2) the rental rate proposed by interested parties submitting proposals to lease the hangar.

Rentals will be paid by the first day of the month, the first month's rent paid in advance. Hangars will not be modified from their original state unless authorized by the Airport Manager. The Airport Manager will be authorized to enter into any leases or contracts substantially meeting the general terms and conditions of the attached contracts.

RULE 4 - LEASE OF UNIMPROVED AIRPORT PROPERTY

The County may lease property within the building area or other portions of the Airport for the private construction of hangars, buildings, lean-tos, aprons, taxiways, and auto parking lots in accordance with the approved Airport Master Plan/Airport Layout Plan.

RULE 5 - LEASE PROVISIONS AND RESTRICTIONS

The following provisions/restrictions shall apply to all leased Airport property:

- a. The County may allow the lease of Airport property for a period not to exceed thirty (30) years in any one lease contract.
- b. No leases will exceed periods of twenty-five (25) years.
- c. The County may allow for the long-term lease of property on the Airport with the provision that at the end of a twenty-five (25) year period, title to all structures, buildings, or hangars erected on the leased property shall revert to the County.
- d. Any private structure or hangar not in use for aviation purposes for a period in excess of three (3) months, or not available for rent or sublease for aviation purposes, unless so authorized by the County, must be removed after due notice is

given in writing. If not removed, the County will consider such structures or hangars abandoned and possession and control will pass to the County.

e. Leased land from which any building, hangar, or structure is removed after due notice will be cleaned and returned to good condition by the owner of said building, hangar, or structure. Portable and temporary building will not be allowed on airport grounds, unless they are necessary for construction projects.

f. Leased property on the Airport may be subleased by the lessee only with approval by the Airport Manager, or the County Board of Supervisors if appropriate.

g. No structures may be erected beyond the building restriction line (BRL) or in conflict with the approved Airport Master Plan/Airport Layout Plan.

h. All construction must be authorized by the County Board of Supervisors and must be a compatible standard capable of withstanding winds of 70 mph, with doors open or closed.

i. All structures must comply with all Uniform Building Codes and Airport zoning and land-use ordinances.

j. All leased property and all buildings or structures erected on the leased property will be utilized for aviation related activity only, unless specifically otherwise approved by the Airport Manager.

k. Storage of non-aviation vehicles or equipment in a private hangar, or conducting non-aviation business in any structure is prohibited unless approved by the Airport Manager. In no circumstances, whether approved or not, will the County be liable for damage or destruction of any vehicles or equipment.

RULE 6 - LIEN FOR CHARGES

To enforce the payment of any charge made for repairs, improvements, storage, or care of any property, made or furnished by the Yavapai County or its agents, in connection with the operation of said Seligman Airport, the Yavapai County shall have a lien upon such personal property, which shall be enforceable as provided by law.

RULE 7 - LIEN POSSESSORY RIGHTS

To the extent provided by law, the Airport Manager may retain possession of any personal property located on the Airport until all reasonable, customary, and usual compensations shall have been paid in full.

RULE 8 - UNAUTHORIZED SIGNS AND STRUCTURES

No signs, equipment, portable buildings, house trailers, poles, or towers of any kind may be erected, installed, or relocated on the Airport property without specific authorization from the Airport Manager. All signs must comply with all other County ordinances and regulations, and if required, the proposed owner of the sign must have appropriate approval of other County departments or Boards and Commissions.

RULE 9 - SURREPTITIOUS ACTIVITIES

Any person observing suspicious, unauthorized, or criminal acts on the Airport property is encouraged to report such activities immediately to the Airport Manager.

RULE 10 - WRECKED/DISABLED AIRCRAFT

Every aircraft owner, pilot, or their agent(s), shall be responsible for notifying the FAA and for the prompt removal from the operational areas of the Airport of any disabled or wrecked aircraft. In the event the aircraft owner shall fail to arrange for the prompt removal of said aircraft, the County may, within its discretion, have the aircraft removed as it deems necessary on behalf of the aircraft owner and for the performance of the aircraft owner's obligations hereunder, and in such event, the cost of such removal shall be the payment obligation of the aircraft owner.

RULE 11 - REPAIRS TO AIRCRAFT

All aircraft repairs performed outside the confines of hangars shall be made at the place(s) designated by the Airport Manager for such purpose.

Rule 12 - AIRCRAFT WASHING

Aircraft may only be washed at the airport wash rack to comply with the Seligman Airport's Storm Water Pollution Prevention Plan (SWPPP).

RULE 13 - DAMAGE TO AIRPORT

Any person, corporate or individual, and the owner of any aircraft causing damage of any kind to the Seligman Airport, whether through violation of these rules or through vandalism or any act of negligence, shall be liable to pay for the damages to the Yavapai County.

RULE 14 - INJURY TO PERSONS

Persons entering upon Airport grounds do so at their own risk and with no liability incurring to the Airport authority/sponsor for any injury or damage to personal property.

RULE 15 - LICENSED PILOTS

Only properly registered aircraft and persons holding current airman and medical certificates issued by the FAA shall be authorized to operate aircraft upon the Airport grounds. This limitation shall not apply to students in training under licensed instructors, nor to public aircraft of the Federal Government, or of a state, territory, or political subdivision thereof, nor to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.

RULE 16 - INTOXICANTS, DRUGS, AND NARCOTICS

No person under the influence of any intoxicant, drug, or narcotic shall operate any aircraft, vehicle, or equipment on Seligman Airport; provided however, such prohibition shall not apply to a passenger when accompanied in an aircraft by a nurse or medical caretaker apart from the pilot.

RULE 17 - FOREIGN OBJECT DAMAGE

All persons are encouraged to pick-up and properly dispose of trash and objects, including bottles, cans, scrap, or any other object that could cause damage to an aircraft or injury to persons.

SECTION 3 - GROUND OPERATIONS

RULE 18 - GROUND TRAFFIC

All vehicular traffic shall be confined to avenues of passage designated and provided for that purpose by the Airport Manager and shall not be operated at a speed in excess of 10 miles per hour. Private vehicles shall not operate on the runway(s) or taxiway(s) unless specifically authorized by the Airport Manager. Furthermore, private vehicle should make use of the service roads on the east side of the hangar buildings when

proceeding to individual hangars or business locations on the Airport. The ramp area is restricted to aircraft, fuel trucks, and Airport maintenance vehicles only, except for tenants proceeding to assigned tie-downs occupied by their owned aircraft. Tenants and visitors conducting business with one of the established commercial operators of the Airport shall make use of parking lot areas that have been provided for this purpose.

RULE 19 - FUELING OF AIRCRAFT

The following shall apply to all fueling activity on the Airport property:

- a. Aircraft shall not be fueled when an engine is running or while in a hangar or other enclosed place, except that helicopters on a fast-turn-around may be fueled with the aircraft engine idling, at the discretion of the Fixed Base Operator and the pilot. There cannot be any passengers inside the helicopter during "hot" refueling.
- b. All aircraft shall be positively grounded when being serviced with fuel. Aircraft being serviced by a fuel truck shall be grounded to the fuel truck and the fuel truck shall be positively grounded.
- c. To comply with local and state fire laws, aircraft must be completely outside and clear of hangars or other enclosed spaces when being refueled.
- d. Aircraft fuel trucks shall be equipped, operated, and maintained in accordance with National Fire Protection Association, Inc., NFPA Manual 407, "Aircraft Fuel Servicing".
- e. Persons and or aviation businesses wishing to supply and dispense aviation fuel for their own private use must first obtain authorization from the Airport Manager.
- f. Fueling of aircraft or fuel trucks is prohibited during thunderstorm activity at or within five (5) to ten (10) statute miles of the airport.
- g. Fuel trucks are prohibited from all grassy areas of the Airport.
- h. Public sale of automobile gasoline for use in aircraft shall not be permitted on the Airport without approval by the Airport Manager. Aircraft authorized by the FAA to use auto gas may be privately fueled by their owner only after compliance with established rules adopted by the Airport Manager.
- i. Aviation or automobile fuels shall not be stored within any hangar, except that which is contained in aircraft fuel tanks or other approved containers, in quantities established by the Fire Marshall.

RULE 20 - GROUND SAFETY

- a. All fire lanes are to be kept clear.
- b. All taxiways and taxilanes are to be kept clear.
- c. The use of bicycles, motor scooters, and motorcycles on the ramp is restricted to licensed drivers only. These modes of transportation are NOT allowed past the west end of the hangar row with the exception of loading or unloading of aircraft.
- d. Playing on ramp, taxiways, or runway is prohibited.
- e. Double parking at hangars is prohibited.

RULE 21 - TIE-DOWN/PARKING OF AIRCRAFT

- a. All aircraft not hangared shall be tied down and secured at night or during inclement weather.
- b. All aircraft owners or their agent(s) are responsible for the tie-down ropes or chains and security of their aircraft at all times, particularly during inclement weather.
- c. Transient aircraft must be tied-down at the Airport if parked for more than 4 hours or at anytime after sunset. Transient aircraft shall pay a posted rate per night for overnight parking on County tie-downs. Aircraft owner must furnish ropes/chains used for tiedowns.
- d. Unoccupied aircraft shall NOT be parked or tied down within two hundred (200) feet of the centerline of a VFR runway, two hundred-fifty (250) feet of the centerline of a nonprecision runway, three hundred-fifty feet of the centerline of a precision runway. All aircraft not hangared shall be parked in the areas designated by the Airport Manager.
- e. All aircraft shall be parked in such a manner as to not hinder the normal movement of other aircraft and vehicular traffic, unless otherwise specifically authorized by the Airport Manager.
- f. It is the responsibility of the pilot, when leaving an aircraft unattended, to ensure that the brakes are set or that the aircraft is properly chocked and/or tied down.

RULE 22 - RUNNING AIRCRAFT ENGINES

- a. If not equipped with adequate brakes, the aircraft's engine(s) shall not be started until and unless the wheels have been set with blocks attached to ropes or other suitable means for removing the blocks.
- b. No aircraft engine shall be propped, started, or left running without a qualified person at the controls of the aircraft.
- c. No mounted aircraft engine shall be started or run inside ANY hangar or building.
- d. No aircraft engine shall be started, run, or warmed up until and unless the aircraft is positioned so that the propeller stream/jet blast will not cause damage to property or injury to persons.

RULE 23 - TAXIING AIRCRAFT

- a. Persons taxiing aircraft shall ensure that there will be no danger of collision with any person or object.
- b. Aircraft shall be taxied at a safe and prudent speed.
- c. Aircraft not equipped with adequate brakes shall NOT be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft to assist the pilot.
- d. Aircraft taxiing from the ramp shall yield to other aircraft on the main taxiway area.
- e. Taxiing aircraft into or out of hangars by engine power is prohibited.
- f. Aircraft being taxied shall be operated by aircraft mechanics, licensed pilots, or students receiving instruction from a certified flight instructor.

RULE 24 - DAMAGE TO AIRPORT LIGHTING

Any person damaging any airport light or light fixture by operation of any aircraft or other manner shall immediately report such damage to the Airport Manager. Persons causing damage to runway/taxiway lights, VASI, REIL, or other essential operating lighting apparatus, as a result of negligence or willful acts, shall be liable for replacement cost of the lights and/or fixtures.

RULE 25 - LOADING/UNLOADING AIRCRAFT

Pilots are encouraged to shut down engines(s) when loading/unloading aircraft or enplaning/deplaning an aircraft.

SECTION 4 - LANDING AND TAKE-OFF RULES

RULE 26 - AUTHORITY TO SUSPEND OPERATIONS

The Airport Manager may suspend or restrict any or all operations at the Seligman Airport without regard to weather conditions, whenever such action is deemed necessary in the interest of safety.

RULE 27 - RUNWAY USE

When prevailing winds are calm or at up to a ninety (90) degree cross wind, all take-offs and landings will be conducted on Runway 4.

RULE 28 - TAKE-OFFS FROM TAXIWAYS

No fixed-wing take-offs or landings shall be made on the apron, parking ramp, or taxiway except by special permission of the Airport Manager.

RULE 29 - TAKE-OFF CLIMB

A standard take-off pattern is used at Seligman Airport. On departure, all aircraft shall climb straight ahead to 5,700 feet MSL, clear the Airport boundary and then execute a 90-degree turn into the traffic pattern. To leave the pattern, the aircraft shall climb to 6,100 feet MSL before executing a 45-degree climbing turn out of the traffic pattern.

RULE 30 - VFR TRAFFIC FLOW

All aircraft landing on Runway 4 shall fly a standard left-hand traffic pattern at an altitude of 6,100 feet MSL. When landing on Runw22, all aircraft shall use a right hand traffic pattern at 6,100 feet MSL. Pattern entry shall be made at an angle of 45 degrees to the active runway.

RULE 31 - NOISE ABATEMENT

Except when in the Airport traffic pattern, aircraft should be operated over the Town of Seligman at an altitude no less than 1,000 above the ground. Aircraft engines should not be accelerated or decelerated while over populated areas in such a manner as to disturb persons on the ground.

RULE 32 - STRAIGHT-IN APPROACHES

Straight-in approaches shall NOT be used unless authorized by the Airport Manager, or unless two-way radio contact with Airport UNICOM has been established prior to the aircraft reaching five (5) miles from the Airport.

RULE 33 - STOP AND GO APPROACHES

Stop and go maneuvers on the runways of Seligman Airport shall NOT be used unless intentions are broadcast in advance on Airport UNICOM.

RULE 34 - STUDENT TRAINING AND FAMILIARIZATION

- a. Flight Instructors shall keep themselves informed of all rules and regulations in effect at the Airport and shall be responsible for informing their students of said rules and regulations.
- b. By notice posted at the Airport Manager's office, the Airport Manager may designate limited areas of the Airport and local areas for practice flying and training of students.

RULE 35 - FLYING CLUBS

Flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of the Minimum Standards and these rules and regulations. They shall be exempt from the regular Fixed Base Operator and/or Commercial Operator requirements upon satisfactory fulfillment of the conditions contained herein.

- a. The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of the aircraft must be vested in the name of the flying club (or owned proportionately by all of its members).

b. Flying clubs may not offer or conduct charter, air taxi, or rentals of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may act as pilot in command of the aircraft except when receiving dual instruction

c. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport except that said flying club may sell or exchange its capital equipment.

d. A flying club shall abide by and comply with all Federal, State and local laws, ordinances, regulations, and Rules and Regulations of the airport.

e. Flying clubs, with its permit request, shall furnish the Airport Manager with:

- 1) a copy of its charter and by-laws, articles of association, partnership agreement and other documentation supporting its existence;
- 2) a roster, or list of members, including names of officers and directors, and investment share held by each member to be revised on a semi-annual basis;
- 3) evidence of insurance in the form of a Certificate of Insurance as set out in the Minimum Standards under Exempt Flying Clubs;
- 4) number and type of aircraft;
- 5) evidence that ownership is vested in the club;
- 6) operating rules of the club.

f. The club's books shall be subject to audit by the Yavapai County and/or its auditors to ensure of the non-profitability of the club and to determine its compliance with other provisions of these Rules and Regulations.

Commercial flying clubs are described as those entities engaged in the ownership or lease of aircraft and providing flying services for its members and others but which do not meet the rigid requirements established for not-for-profit clubs. Commercial flying clubs shall have at least one tiedown or adequate hangar space leased from the airport owner or FBO for each owned or leased aircraft.

Proof of purchase of insurance coverage shall be furnished to the Yavapai County in the limits established in the Minimum Standards as detailed under Exempt Flying Clubs.

RULE 36 - SPECIAL PROCEDURES

The Airport Manager may, in the interest of safety, designate special traffic procedures for certain operations, such as air shows, agricultural operations, blimp operations,

ultralights, etc.

SECTION 5 - FIRE REGULATIONS

RULE 37 - FIRE REGULATIONS

- a. Every person using the Airport or its facilities, in any manner, shall exercise care and caution to prevent fire.
- b. Smoking or any open flame within fifty (50) feet of any aircraft, fuel truck, or fuel storage tank is prohibited.
- c. Compressed or inflammable gas shall NOT be kept or stored upon the Airport, except in places designated by the Airport Manager.
- d. No flammable substances shall be used in cleaning motors or other parts of an aircraft inside a hangar or other building without adequate ventilation.
- e. No person shall smoke, ignite a match or lighter in any building, except in offices, waiting rooms, or buildings where specifically designated.
- f. Hangar entrances shall be kept clear at all times.
- g. The floors in all buildings shall be kept clean and free from oil. Volatile, flammable substances shall NOT be used for cleaning floors.
- h. Where aircraft fueling is performed by a fuel truck, an adequate number of suitable grounding connections shall be provided on the apron or servicing ramp.
- i. At least two (2) 20 lb. portable fire extinguishers shall be available within fifty (50) feet of the fuel pumps where open hose discharge capacity of the pump is not more than 200 gallons per minute.
- j. All aviation fuel nozzles will have "dead man" controls which will shut off the fuel flow when the nozzle hand control is released. Automatic fuel cut-off nozzles will MAY NOT be substituted for "dead man" controls for fueling.
- k. At least one (1) fire extinguisher with a 2A, 10BC, rating shall be installed in each hangar to comply with the County Code of Ordinances. Extinguishers shall be mounted not less than five (5) inches from the floor of the hangar, and not more than five (5) feet from the hangar floor. Fire extinguishers should be inspected and tagged by an authorized agency yearly.

l. The County has the right to inspect all facilities with proper notice to ensure that fire extinguishers are properly mounted and that the hangar houses an airworthy aircraft.

SECTION 6 - KNOWLEDGE OF RULES IMPLIED

By publication of these rules and regulations, as required by law, all persons based at Seligman Airport will be deemed to have knowledge of its contents. The Airport Manager shall have copies of these rules and regulations available at all times in the Yavapai County offices or Airport Manager's office.

SECTION 7 - CONFLICT IN RULES

If and where there is conflict in these rules and procedures and the Federal Aviation Rules (FARs), the FARs will prevail.

SECTION 8 - PENALTY FOR VIOLATION

a. Any person operating or handling an aircraft in violation of any of these rules, or refusing to comply therewith, may, at once, be ejected from the Airport, or may, for any period of time not to exceed thirty (30) days, be denied use of the Airport by the Airport Manager and, upon public hearing by the County Board of Supervisors, may be deprived of the further use of the Airport and its facilities for such period of time as may be deemed appropriate.

b. Any violation of these rules and regulations shall be a misdemeanor, punishable by fine in a sum not to exceed two hundred dollars (\$200) and any such violation is subject to citation and punishment in County Court. This action is cumulative of all other penalties for violation of federal, state, and local laws, rules, regulations, and ordinances.

SECTION 9 - MAINTENANCE, UPDATE, AND DISTRIBUTION OF RULES AND REGULATION DOCUMENT

Maintenance and Update - The Airport Manager will ensure that the Rules and Regulations document is kept current and will submit proposed revisions to the County Board of Supervisors as needed dependent upon the urgency of the subject matter to be revised.

Each time a revision is made to the Rules and Regulations, the date of the adoption of the revision will be reflected on a master copy of the document to be kept in the office of the Airport Manager.

Distribution - a copy of the most current publication of the Rules and Regulations will be provided to each new tenant upon the signing of the lease. Tenants renewing leases will also be provided a copy of the most current publication. A copy will also be posted on the bulletin board located in the airport terminal building. Copies will be provided to other interested parties, upon request at the County's rate for reproduction of printed material.

By the nature of the activity, the following parties will be provided with a copy of the revised document immediately after adoption and issuance of it.

Distribution list:

Manager of each fixed base operation (FBO)

Manager of each flight school

County Secretary, Yavapai County

SECTION 10 - SAVING CLAUSE

Should any part of these rules and regulations be held invalid, no other part shall necessarily be affected thereby.

READ, PASSED, AND ADOPTED, the _____ day of _____,
20____

County Board of Supervisors:
Yavapai County, Arizona

County Secretary
APPROVED BEFORE ADOPTION:

County Attorney



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